

**BY ORDER OF THE CHIEF,
NATIONAL GUARD BUREAU**



MANPOWER STANDARD 23A0A3

28 AUGUST 2003

Manpower Standard

MAINTENANCE SUPERVISION

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: ANG/XPME (Mr. G. W. Tatum III)

Certified by: ANG/CS (Col S. Wassermann)

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This Air National Guard Manpower Standard (ANGMS) quantifies the manpower required to accomplish the tasks described in the process oriented description (POD) for varying levels of workload in the 189th Airlift Wing whose mission it is to provide aircrew training for students from each branch of the military that flies the C-130 aircraft and from 27 foreign countries. This standard applies to the 189th Airlift Wing, Little Rock Air Force Base, Arkansas, and encompasses all major processes performed within the Maintenance Supervision function. It does not apply to any other units. This standard is applicable to peacetime operations only. The Air National Guard (ANG) is authority for the approval and publication of ANG Manpower Standards. Air Force (AF) and ANG directives contain policy and procedural guidance for the operation of Maintenance Supervision. This standard was developed in accordance with AF Instruction (AFI) 38-201, *Determining Manpower Requirements*, and AF Manual (AFMAN) 38-208, Volume 1, *Air Force Management Engineering Program (MEP) Processes*, and AFMAN 38-208, Volume 2, *Air Force Management Engineering Program (MEP) - Quantification Tools*. Send comments and suggested improvements on AF IMT 847, *Recommendation for Change of Publication*, through channels, to ANG, Management Engineering Branch (ANG/XPME / Operating Location TN [OLTN]), 106 Briscoe Drive, McGhee Tyson Air National Guard Base, TN 37777-6283.

1. STANDARD DATA.

1.1. Approval Date: 28 August 2003.

1.2. Man-hour Data Sources: A Staffing Pattern was used to determine man-hour/manpower data.

1.3. Standard Manpower Equation: $Y = 2$ (Constant Manpower).

1.4. Points of Contact.

1.4.1. Functional: Col John J Samuhel, 189 MX/CC

1.4.2. Manpower: George W. Tatum III, ANG/XPME/OLTN

2. Application Instructions. This work center requires constant manpower of two authorizations. No other application instructions apply.

3. STATEMENT OF CONDITIONS. The normal hours of operation for this function are 80 hours per two-week period. The alternate work schedule of eight nine hour days, and one eight hour day is the norm. No environmental, equipment, or facility conditions affect this Manpower Standard.

DANIEL JAMES III, Lieutenant General, USAF
Director, Air National Guard

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION***References*

AFI 38-201 *Determining Manpower Requirements*

AFMAN 38-208, Volume 1, *Air Force Management Engineering Program (MEP)-Process*

AFMAN 38-208, Volume 2, *Air Force Management Engineering Program (MEP)-Quantification Tools*

AFMS 00AA, *Standard Indirect Description*

Abbreviations and Acronyms

AF - Air Force

AFMS - Air Force Manpower Standard

ANG - Air National Guard

ANGMS - Air National Guard Manpower Standard

IMT - Information Management Tool

MEP - Management Engineering Program

MSI - Manpower Standards Implementation

POD - Process Oriented Description

UMD - Unit Manpower Document

UTA - Unit Training Assembly

Terms

Air National Guard Manpower Standard (ANGMS). A numbered, specialized publication that quantifies manpower requirements for a work center, it also includes approved variances. See AFI 38-201.

Man-Hour. A unit of measuring work. It is equivalent to one person working at a normal pace for 60 minutes, two people working at a normal pace for 30 minutes, or similar combination of people working at a normal pace for a period of time equal to 60 minutes.

Manpower Standard. The basic tool used to determine the minimum level of manpower required to support a function. It is a quantitative expression that represents a work center's man-hour requirements in response to varying levels of workload.

Process Oriented Description. A format that shows work center responsibilities structured for easy measurement of work categories, tasks and subtasks.

Attachment 2

**PROCESS ORIENTED DESCRIPTION
MAINTENANCE SUPERVISION**

Table A2.1. Listing of Functional Processes.

1.	MANAGEMENT:
1.1.	ADMINISTERS PERSONNEL:
1.1.1.	INDOCTRINATES PERSONNEL. Conducts initial interview, makes the original job assignment, and acquaints newly assigned personnel with the work center.
1.1.2.	MONITORS TRAINING. Reviews training record, interviews and counsels trainee, determines training needs, monitors training progress, and effects corrective action when necessary.
1.1.3.	RATES PERFORMANCE:
1.1.3.1.	COUNSELS PERSONNEL. Counsels subordinates on manner of performance and progress in career development and suggests area for further improvement.
1.1.3.2.	PREPARES CIVILIAN PERFORMANCE RATING. Analyzes position, position description, and work center goals; drafts performance plan element and standard; discusses proposed performance plan with employee; finalizes performance plan; drafts substantiation of rating; marks appraisal factor, manner of performance; and finalizes performance appraisal.
1.1.4.	NOMINATES PERSONNEL FOR AWARD. Performs necessary research, drafts narrative, proofreads typed product for accuracy of content, and signs.
1.2.	SUPERVISES PERSONNEL:
1.2.1.	SCHEDULES PERSONNEL. Schedules personnel for shift work, overtime work, organizational duty, leave, and compensatory time off.
1.2.2.	DEVELOPS POLICY AND PROCEDURE. Develops policy, procedure, operating instruction, checklist and performance standard; including research, writing, proofreading for accuracy of content, and signing.
1.2.3.	DIRECTS AND CONTROLS SUBORDINATE WORK CENTER ACTIVITY. Plans, schedules, assigns work and establishes work priority, and oversees maintenance in progress to ensure compliance with directive, technical order, schedule, procedure, quality standard, and fire, safety and security regulation.

1.2.4.	INFORMS PERSONNEL. Keeps personnel informed of change affecting individual or organizational status by means of personnel contact or written notice.
1.2.5.	RESOLVES PERSONNEL PROBLEM. Counsels and assists individual with morale, welfare, and disciplinary problem and takes corrective action when necessary to maintain discipline.
1.3.	MONITORS PROGRAM. Evaluates the effectiveness of special programs such as management improvement, safety, and foreign object damage within subordinate work center.
1.4.	COORDINATES WITH OTHER SUPERVISOR. Coordinates with Maintenance Commander and other work center as necessary to accomplish the work center mission.
1.5.	REVIEWS REPORT AND STATISTICAL DATA. Reviews report and maintenance man-hour accounting and statistical data for the purpose of evaluating work center status and identifying exception and trend that requires management attention.
1.6.	DEVELOPS PLAN. Develops and maintains applicable portion of day-to-day operating plan or annex to plan.
1.7.	REVIEWS DISTRIBUTION.
1.8.	INSPECTS FACILITY. Performs periodic inspection of maintenance facility, including inspection for adequacy of housekeeping, identification of safety and fire hazards.
1.9.	INVESTIGATES ACCIDENT AND INCIDENT. Investigates accident and incident associated with flight line personnel and writes the required safety report.
1.10.	RECEIVES AND ESCORTS OFFICIAL VISITOR. Receives visiting inspector or other official and assists as required to facilitate the accomplishment of their mission. Includes Quality Control inspection visit.
1.11.	DEVELOPS BUDGET ESTIMATE. Develops and submits projected requirement for fund, supply, equipment, and facility.
1.12.	PREPARES FOR CONDUCTS, AND/OR ATTENDS MEETING, BRIEFING OR CONFERENCE:
1.12.1.	PREPARES FOR MEETING, BRIEFING, OR CONFERENCE.
1.12.2.	CONDUCTS MEETING, BRIEFING, OR CONFERENCE.
1.12.3.	ATTENDS MEETING, BRIEFING, OR CONFERENCE.

1.14.	MONITORS EQUIPMENT, VEHICLE, AND/OR SUPPLY STATUS. Reviews, evaluates, and prepares justification, and takes follow-up and/or corrective action on the status of equipment, vehicle, and supply part.
2.	ENSURES TECHNICAL DATA AND MAINTENANCE PROCEDURES ARE ADHERED TO.
3.	PREPARES FOR UNIT TRAINING ASSEMBLY (UTA). Performs planning/scheduling task associated with preparation for UTA weekend.
10.	INDIRECT. Indirect work involves those tasks that are not readily identifiable with the work center's specific product or service. The major categories of standard indirect work are: Administers Civilian, Officer, and Enlisted Personnel; Directs Work Center Activity; Provides Administrative Support; Prepares for and Conducts/Attends Meeting; Administers Training; Manages Supplies; Maintains Equipment; and Performs Cleanup.

Attachment 3

MANPOWER TABLE

Table A3.1. Standard Manpower Table.

Work Center	Air Force Specialty Title	AFSC	Manpower Requirement							
Maintenance Supervision	Aerospace Maintenance	2A3XX	1							
Maintenance Supervision	Aerospace Maintenance	2A6XX	1							
Total			2							

Note. AFSCs may be adjusted at the discretion of the Commander.